

# [Time is of the essance](https://assignbuster.com/time-is-of-the-essance/)

29 September, Time is of the Essence Time is the most important and influential factor of the life. Everything and every action that takes place in this world, revolves around time. The great personalities around the globe, who rose to the splendour and reputation, made best utilization of their time. Allocation of the right time to right activity is called the time management. Time management allows the person to draw his priorities and make best application of the time, as the time is always limited. Spending more time on work is not a pre-requisite to success; it is the time management and planning which leads to the desired goals (Paredes, 2010). Increasing the daily working hours can reduce the working days of a week, whereby ensuring the smooth functioning of the organization. Having a 4/10 routine has some advantages and disadvantages for the organizations as well as the employees, which are analyzed below:   
Advantages:   
The reduced working days in a week give more time to the employees to handle their personal / domestic affairs in a better way. So it is very unlikely that they will require time away from their work for visiting the doctor or any other domestic need. The 4/10 schedule i. e. 4 days a week and 10 hours a day gives employees 52 extra days in a year, providing them freedom of action to meet their personal commitments. Once the employees will be mentally free from their individual issues, their work performance will automatically increase.   
The other advantages of 4/10 routine can be economy in use of energy i. e. gas and electricity as the organization will remain closed for an additional day. The expenditure incurred on transportation of employees to workplace and back to their homes will be reduced as a complete trip per vehicle will be reduced for a week (Maklan, 1977).   
Disadvantages:   
Besides having a number of advantages, there are a few drawbacks as well of the 4/10 routine. Although it is giving a day off, but on the other hand it is increasing the workload and committed time during the working days. The biggest drawback is for those organizations which are related to customer service; as such a routine will make them deprive their customers of their services for more days. It may affect the repute as well as social rating of the organization in total. In addition to this, there is an element of boredom attached to such long working hours which will eventually result in less enthusiasm during work. Working ladies, who leave their children in day care, are bound to extend the care timings as well, which ultimately keep them away from their children for more time.   
Analysis:   
Although there are certain merits and demerits of 4/10 routine, but overall it is very beneficial for the employees in meeting their personal obligations more amicably and giving more dedicated time to the organization during working days. At the same time, the organization will achieve far better performance once its employees will be mentally settled and motivated to have three consecutive days off as incentive.   
Work Cited   
1. Paredes, Aldo. Time Is of the Essence. S. l.: Iuniverse Inc, 2010. Print.   
2. Maklan, David M. The Four-Day Workweek: Blue Collar Adjustment to a Nonconventional Arrangement of Work and Leisure Time. New York: Praeger, 1977. Print.